The Graduate School at Queens

CATALOG
1984 - 1985

Published Annually by Queens College

The Graduate School 1984-1985 Calendar

TERM I 1984

Monday, August 27	Registration
Tuesday, August 28	Classes Begin
Tuesday, September 11	Opening Convocation and Reception
Wednesday, October 17	Midterm
Wednesday, October 24	Last Day to Withdraw with a 'W'
Sunday, November 18	Classes End, Thanksgiving Break
Monday, November 26	Classes Resume
Monday, December 3	Classes End
Tuesday, December 4	Exams Begin
Monday, December 10	Exams End

TERM II 1985

Monday, January 28	Registration
Tuesday, January 29	Classes Begin
Wednesday, March 13	Midterm
Wednesday, March 20	Last Day to Withdraw with a 'W'
Monday, April 1	Spring Recess Begins
Monday, April 8	Classes Resume
Monday, May 6	Classes End
Tuesday, May 7	Exams Begin
Monday, May 13	Exams End
Friday, May 17	Baccalaureate
Saturday, May 18	Graduation

SUMMER TERM 1985

*June 24-July 20	Session I
*July 22-August 17	Session II
**May 23-August 17	Session III

*Education courses only
**Business & Economics courses only

The Graduate School At Queens College

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1900 Selwyn Avenue
Charlotte, North Carolina 28274
704/332-7121

The Graduate School at Queens Catalog contains current information regarding the graduate calendar, admissions, degree requirements, fees and regulations, and such information is not intended to be, and should not be, relied upon as a statement of the college's contractual undertakings.

The Administration of The Graduate School reserves the right in its sole judgment to promulgate and change rules and regulations and to make changes of any nature in its program, calendar, admissions policies, procedures and standards, degree requirements, fees, and academic schedule whenever it is deemed necessary or desirable, including, without limitation, changes in course content, the rescheduling of classes, cancelling of scheduled classes and other academic activities, in any such case giving such notice as is reasonably practicable under the circumstances.

The Graduate School tries to make available to you the finest education, with a stimulating atmosphere for learning, and congenial conditions for enjoying the learning experience. The quality and the rate of progress of your academic career is in a large measure dependent upon your own abilities, commitment, and effort. You will be a full participant in an education partnership. The Graduate School can only make the opportunities available to you; it is up to you to take advantage of them.

The Graduate School at Queens admits students regardless of race, color, sex, age, national and ethnic origin, or handicap to all the rights, privileges, programs and activities generally accorded or made available to students in the Graduate School. It does not discriminate on the basis of race, color, sex, age, national or ethnic origin, or handicap in administration of its educational policies, admissions policies, scholarship or loan programs, and other Graduate School administered programs.

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Queens College Campus Map ..... **Inside Back Cover**

General Information

Statement of Purpose

The Graduate School at Queens provides post-baccalaureate, co-educational opportunities for advanced study and research in demanding and distinctive academic and professional programs. The Graduate School is designed to offer a stimulating, challenging, and scholarly community for the maximum intellectual and personal development of both students and faculty.

Accreditation and Memberships

Queens College is accredited by the Southern Association of Colleges and Schools and the National Association of Schools of Music. Queens College is also approved for veterans' education.

Queens College is a member of the Southern Business Administration Association and the American Assembly of Collegiate Schools of Business.

History of Queens College

Queens was founded in 1857 as the Charlotte Female Institute. Upon affiliation with the Presbyterian Synod of North Carolina in 1896 it was known as the Presbyterian College for women. In 1914, the move was made to the present campus in Myers Park, and it became Queens College. Through the merger with Chicora College in Columbia, South Carolina, in 1930, Queens became related to the Presbyterian Synod of South Carolina. With the creation of the Synod of the Southeast in 1973, Queens' official church relationship was extended to include Presbyterians in Georgia as well as those in the Carolinas.

The Board of Trustees holds title to the property of the college and is responsible for Queen's total program. The 34-member board—composed of business, professional, religious, and alumnae leaders—is elected by the Synod of North Carolina (10 members), the Synod of the Southeast (8), trustees (12), and the Queens College Alumnae Association (4).

History of The Graduate School at Queens

On April 30, 1979, the Queens College Board of Trustees, at its annual Spring meeting, approved the addition of a new administrative and educational unit to the college entitled "The Graduate School." Approval was also granted for the Master of Business Administration to be the first graduate degree program offered by Queens College. The program began in the Spring term of 1980. In the Spring of 1983, the Board of Trustees approved two Master of Education degrees to begin in the Fall term of the same year.

Administrative Offices

The Office of the Vice President for the Graduate School and New College and other Graduate School Administrative Offices are located on the first floor of McEwen Building, Room 102.

Student Services and Activities

Bookstore

The Queens College Bookstore, operated by Saga Food Services, is located in the basement of Morrison Hall and may be entered from a door on the Selwyn Avenue side of the building. Regular bookstore hours are 9:30 a.m. to 6:00 p.m. Monday through Thursday, 9:30 a.m. to 4:00 p.m. Friday, and 9:30 a.m. to 1:00 p.m. on Saturday.

Computer Services

The Queens College Computer Center is located in Walker Science Building and has an on-campus DEC VAX-11/750 central computer and several microcomputers manufactured by DEC, IBM, and Apple Corp. The central computer is equipped with 440 million characters of on-line disk storage, ten terminals, and a 600 line per minute printer. Queens is a subscriber to the North Carolina Educational Computing Services (NCECS), and thereby has remote access to the Triangle Universities Computation Center (TUCC) at Research Triangle Park, N.C. Hardware at TUCC includes an IBM 3081 as well as a number of smaller computers. NCECS and TUCC support an extensive selection of software, including the major packages and simulations used in the graduate curriculum.

The Computer Center Director is Dr. Richard Ault whose office is in 103 Walker Science Building, extension 382 or 303.

Dining Hall

Morrison Dining Hall is open from 4:45 p.m. to 6:00 p.m. for dinner. There is a dinner ticket program that currently enrolled Graduate School Students may use. A ten-ticket packet may be purchased from the Saga Office in Morrison Dining Hall, and used for any dinner during the semester except Wednesday night family style. A single ticket may be purchased at the door.

Other facilities available for Graduate School students include the Snack Bar located in the Jernigan Student Center, which operates Monday through Thursday from 5:00 p.m. to 9:00 p.m. Vending machines for students use are located in the basement of McEwen Building and on the first floor of the Jernigan Student Center.

Housing

Currently enrolled New College and Graduate School female students may live on campus in Albright Hall as part of the Live, Work and Study Program. The monthly charge is $195.00 for a furnished private room or $165.00 for a furnished shared room. A kitchen is provided on the hall with meal plans available in the Dining Hall. For further information contact Mrs. Katie Wireman, Assistant Director of Admissons.

Library

Currently enrolled Graduate School students have access to Everett Library. Information about library use can be obtained from the main desk in Everett Library.

The library collection consists of over 90,000 catalogued volumes and 550 current periodicals. There are 19,000 bound volumes of periodicals and 4,000 reels of microfilm. In addition to its books and periodicals, the library is a partial depository for United States government documents. Audio visual equipment and catalogs for ordering films are available in the Media Center.

During the main academic sessions the library is open from 8:00 a.m. to 11:00 p.m., Monday through Thursday; 8:00 a.m. to 9:00p.m. on Friday; 10:00 a.m. to 5:00 p.m. on Saturday and 2:00 p.m. to 11:00 p.m. on Sunday. The operation schedules for summer sessions are reduced.

Parking

Students may not park on the Queens College campus without registering their cars with the Office of Public Safety, located in the Stultz Building, and purchasing a parking permit. Registration of vehicles should be done at registration or within 48 hours of the first class of the semester. Students without decals

are to park on the streets that form the boundary for the Queens College campus: Selwyn, Wellesley, Radcliffe, and Stanford Avenues.

The lot behind Myers Park Traditional School, off Wellesley, is also available for student parking, with or without a permit, after 5:00 p.m. Monday through Friday.

A student parking permit is valid for one academic year, costs $5.00 and allows the student to park in assigned lots and unrestricted zones during the time indicated in the Queens College Parking Rules and Regulations pamphlet.

Queens Career Center

The Queens Career Center provides personal and group services to Queens students and to members of the community. The Center offers individual and group career/life planning services. Fees are set at $100.00 for individual counseling and testing.

Currently enrolled students are encouraged to utilize the library resources in the Career Center at no charge.

The Queens Career Center is located on the second floor of Jernigan Student Center with staff offices and an extensive Career Library. The center is open from 8:30 to 5:00 daily, Monday through Friday.

Class Officers

Every fall, students who plan to graduate during the upcoming academic year will meet to choose class officers. A President, Vice President and Secretary/Treasurer will be elected.

Convocation

The Graduate School Convocation is held during the first month of the Fall semester. This important event is designed to foster a spirit of unity, fellowship and community among the graduate students, faculty, administration, and Board of Trustees.

Admissions

The admissions policy of The Graduate School at Queens is designed to select students of outstanding promise. Because the student body is the college's most important resource, careful attention is given to each student. Each applicant is considered on the basis of his or her individual achievements and merits.

Applications may be obtained by writing or calling the Admissions Office, Queens College, 1900 Selwyn Avenue, Charlotte, North Carolina, 28274. The telephone number is (704) 332-7121 ext. 313 or 334-5326. The office is located on the second floor of Burwell Hall.

All applications should be submitted to the above address; "Attention: Graduate Admissions."

The Graduate School at Queens operates on a continuous admissions procedure, announcing admissions decisions as soon as a file is complete and processed by the Graduate School Admissions Committee.

In order to be considered for admission to The Graduate School at Queens, a student should meet the guidelines outlined below. Each application will be evaluated individually. A student should:

1. Hold a baccalaureate degree from an accredited institution.

2. Have submitted official transcripts of all previous academic work beyond high school. All transcripts must be sent directly from each institution attended to the Admissions Office at Queens. It is the student's responsibility to have all transcripts sent to Queens College.

3. Generally have a cumulative grade point average (QPA) of at least 2.5 or better on a 4.0 scale on all post-secondary academic course work. The QPA on all major courses or courses required for preparation for the area of proposed graduate study should be a 3.0 or better on a 4.0 scale.

4. Have submitted a completed Graduate School application form including the non-refundable $20 application fee.

5. Have provided the Admissions Office two letters of reference.

6. Have submitted to the Admissions Office official evidence of satisfactory scores on the aptitude test appropriate for the degree sought. Special planning is necessary to assure that tests are taken with sufficient lead time for scores to be sent to the Queens College Admissions Office in order to permit consideration for the desired semester of matriculation.

7. Applicants from non-English speaking countries must also submit the following documents.

a. Satisfactory Scores for the Test of English as a Foreign Language (TOEFL) examination. Information and registration forms are available from TOEFL Program, ETS, Princeton, New Jersey, 08540

b. Certified English translation of all prior academic records for work which corresponds to the bachelor's degree in the United States.

c. Bank statements stating the amount of money, in U.S. currency, available for the student's education. Because there are no federal or state financial aid resources for foreign students, the student and his or her family should be prepared to bear all expenses involved in obtaining an education in the United States.

Tuition and Fees

While the Board of Trustees and Administration of the college reserve the right to adjust the fee schedules at Queens at any time, the following basic fees have been established for The Graduate School for the fiscal year 1984-85:

Tuition per credit hour	$130.00
*Tuition per credit hour with scholarship (MEd students only)	65.00
Application fee (non-refundable)	20.00
Registration fee (non-refundable)	7.00
Late Registration Fee	5.00
Transcript fee (if necessary)	3.00
Graduation, cap and gown, and diploma fee (Cost of purchasing or renting Masters hood is not included.)	50.00
Parking Permit	5.00
Identification Card Replacement	2.00

*Master of Education students should note details of the Scholarship program on page 10

An initial deposit of $50.00 is required from new students within 30 days of notification of acceptance into the Graduate School at Queens. This deposit is applied toward tuition and is non-refundable 30 days prior to registration for the applicable term.

Regulations Regarding Payment

Upon signing the application for admission, the applicant accepts as binding all fees and regulations set forth in the Catalog.

1. A student is not permitted to attend classes until satisfactory arrangements have been made to meet all financial obligations. Continued class attendance is contingent upon maintaining good financial standing throughout the term.

2. Credits for financial aid are divided equally between the fall and spring terms.

3. No discount or scholarship award may be applied against the initial $50.00 deposit.

4. Diplomas, certificates, grades and transcripts are granted only when the student's accounts have been paid in full.

Deferred Payment

Queens College offers Deferred Payment Plan for Term I, Term II and the Summer Terms. Only tuition and registration fees may be deferred. The 1% Deferred Payment Fee and any miscellaneous charges are to be paid in full when invoiced. The Term I payment may be made in four equal installments, payable at registration and on the 15th of September, October, and November. The Term II payment may be made in four equal installments payable at registration and on the 15th of February, March, and April.

The Summer Term I payment may be made in two equal installments payable at registration and July 8. The Summer Term II payment may be made in two equal installments payable at registration and August 5. The Summer Term III payment may be made in three equal installments payable at registration, June 20 and July 18.

There is an additional charge of 1% per month for charges deferred under the Queens College Deferred Payment Plan. Students electing this form of payment will sign a Deferred Payment Form at registration.

Company Assisted Tuition

If a student's company is paying all or

part of the student's tuition, Queens College will defer that portion of the tuition until the end of the term.

There is an additional charge of 1% per month for charges deferred under this plan. Students electing this form of payment will sign a Company Assisted Waiver form at registration.

Withdrawal and Financial Obligations

Withdrawal for Academic Ineligibility

A refund of advance payments will be made in the case of a student determined academically ineligible to return by the Graduate School Qualifications and Standards Committee of the College. Such decisions are made at the end of each term. Students who have made payments or who have a credit balance towards the next term will receive a refund.

Withdrawal for Illness

Students who withdraw from the college during the academic year as a result of illness will have tuition prorated as of the date of withdrawl, provided the physician recommends withdrawal in a letter to the Vice President for the Graduate School and New College.

Withdrawal for Other Reasons

Students who withdraw from the college during the academic year on their own initiative will have tuition prorated as of the date of withdrawal as follows:

Master of Education Programs
Master of Business Administration

	Fall Term I	Spring Term II
25% charged if withdrawing by.....	9-3-84	2-4-85
50% charged if withdrawing by.....	9-10-84	2-11-85
75% charged if withdrawing by.....	9-17-84	2-18-85

Master of Education

	Summer Session I	Summer Session II
25% charged if withdrawing by.....	NA	NA
50% charged if withdrawing by.....	7-3-85	7-31-85
75% charged if withdrawing by.....	NA	NA

Master of Business Administration

	Summer Session III
25% charged if withdrawing by.....	5-30-85
50% charged if withdrawing by.....	6-6-85
75% charged if withdrawing by.....	6-13-85

Special fees are not subject to proration.

Students who feel that individual circumstances warrant exception from the above-stated policy may appeal in writing to the Vice President for the Graduate School and New College.

Students suspended by the college will be subject by the tuition proration according to the above schedule.

Withdrawal Involving Financial Aid

If the Business Office determines that the student is due a refund and all or part of the student's institutional charges were paid with financial aid funds, all or a proportionate part of the total refund must be returned to the Title IV Financial Aid Accounts and may be returned to other financial aid accounts if necessary.

Amount to be returned will be determined as follows:

1. $\frac{\text{Title IV Aid}}{\text{Total Package Aid}} = x/y$

2. This fraction (x/y) will be applied to the total refund due.

3. The resulting amount is the amount of the Title IV Funds to be returned to Title IV Programs.

Queen's policy will be to distribute this total amount of funds to Title IV Programs in the following order, in no case exceeding the total amount originally awarded from that fund:

(1) NDSL
(2) Other Programs

Financial Aid

The Graduate School at Queens will make every effort to meet the demonstrated need of a student for financial aid. A student must be enrolled for six hours or more to be eligible for student financial aid.

Blumenthal Fellowships, made possible by the Blumenthal Foundation, range from a $300 honorarium to a maximum of $2000 annually, and are available to Master of Business Administration (MBA) students who are truly outstanding in terms of academic achievement and potential. Blumenthal Fellowships are selected by the Graduate Honors Committee on the basis of academic achievement, community service and outstanding character.

Any student accepted into the MBA program is eligible to apply for a Blumenthal Fellowship. The student must have a GMAT score of at least 525 and a minimum total index of 1150 (QPA x 200 plus GMAT score). The opportunity to apply or be nominated for this fellowship is only upon entry into the graduate program. Awards are made annually.

Blumenthal Fellows must attend and participate at The Blumenthal Conference on Business Ethics held annually at Wildacres Retreat in Little Switzerland, North Carolina. Fellow's expenses are covered by the Foundation.

For further information, contact Katie M. Wireman, Assistant Director of Admissions.

M.Ed. Scholarship. Scholarships of 50% of graduate tuition are available to all qualified MEd applicants. To apply for the MEd Scholarship, teachers need only to complete the appropriate form supplied by the Admissions Office.

The National Direct Student Loan (NDSL) Program permits students with established need to borrow for graduate study, depending on costs, up to a maximum of $12,000 for undergraduate and graduate study. These loans bear 5% annual interest rate during repayment. Repayment begins six months after the borrower ceases to be at least a half-time student and may extend over a period of 10 years. If the borrower enters certain public-service occupations, the loan may be canceled.

The amount of funds available to Queens students under the NDSL program is determined by allocations made to the college each year by the U.S. Department of Education.

The Guaranteed Student Loan Program permits students, upon recommendation of the college, to borrow from a bank or other financial institution with a federal government guarantee of repayment. Terms for these loans and of guaranteed interest arrangements may be obtained from participating banks or agencies in the state

where the student resides. The College will advise the student in the process. North Carolina residents should contact: College Foundation, Inc., 1307 Glenwood Avenue, Raleigh, N.C. 27605.

The North Carolina Insured Student Loan Program permits state residents enrolled for six hours or more to borrow, through the College Foundation, Inc., on the basis of a needs analysis, as much as $5,000 per year up to a maximum of $25,000 for graduate and undergraduate study at 8% annual interest. Loans are insured and under certain conditions the U.S. Department of Education pays the interest on these loans during the in-school and grace periods. All students who have an adjusted gross income above $30,000 are required to demonstrate need in order to qualify.

To Apply

To apply for financial assistance, other than the MEd. Scholarship Program, students must have been admitted to the Graduate School as degree candidates and must complete and submit two application forms:

1. The Queens College Application for Financial Aid to be submitted to the Director of Financial Aid, Queens College, Charlotte, North Carolina 28274.

2. The Financial Aid Form (FAF) to be submitted to the College Scholarship Service, Box 2700, Princeton, New Jersey 08541. The student should list Queens College, Charlotte, N.C., CSS code 5560, as the institution to receive the report.

3. Guaranteed Loan Applications must be secured from the lending agency. A list of lenders is available in the Financial Aid Office located on the 2nd floor of Burwell Hall.

All other forms are available from Queens' Office of Financial Aid.

Application for financial aid should be submitted by entering students as soon as possible. Notification of action by the college will be sent after Queens receives an evaluation of the applicant's need from the College Scholarship Service.

Financial Aid Policies

Most financial aid programs are renewable throughout graduate years if recipient demonstrates satisfactory academic progress. The Graduate Qualifications and Standards Committee evaluates the progress of students at Queens and determines eligibility for continued enrollment, according to the standards indicated on page 13 under Academic Regulations. Students receiving federal Title IV financial aid funds must meet these minimum standards as well as a minimum credit hour accrual which indicates progress toward completion of a degree. Since these policies were under formulation at the time of this printing separate statement of satisfactory progress standards for financial aid recipients will be issued to all financial aid recipients and upon request.

Students must reapply to the Financial Aid Office for assistance each year. The amount offered may vary from year to year depending upon availability of funds and need of students.

Financial aid recipients who withdraw during the school year will have their aid prorated according to the regulations governing withdrawal.

Queens reserves the right to review and modify an offer of financial aid should the recipient receive aid from other sources after Queens' program has been offered. All federal programs are subject to Congressional change.

Academic Information

Policies

Length of Admission Eligibility

Acceptance into a graduate program will remain effective up to one calendar year following the commencement of the semester for which the acceptance has been made. Individuals who wish to enter after the one-year period are required to reapply, and the admission decision will be based on the existing admission standards at the time of the reapplication.

Leave of Absence and Readmission

A student may be granted a leave of absence for a number of semesters not to exceed one calendar year. A request for a leave of absence should be sent in writing to the Vice President for the Graduate School and New College. If the student returns on the agreed upon date, he or she will reenter the program with the same status as held at the time the leave commenced. Students who do not obtain a formal leave of absence shall be considered withdrawn from the college and will have to re-apply to gain readmission.

Grading System

The grading system for graduate status is:

A-outstanding graduate level work

B-good or high pass in graduate level work

C-fair or low pass in graduate level of work

F-failure in graduate level work

I-incomplete

W-withdrawal

Incompletes

A student who has received the grade of Incomplete (I) has a specific time period within which to complete the course work. A grade of I automatically becomes F if the student fails to make up incomplete work satisfactorily. It is the student's responsibility to contact the professor and make arrangements for the work to be completed.

A grade of I received during Term I must be changed to a grade by the end of the second full week of regular classes of Term II. Term II and Summer Term incompletes must be changed no later than two weeks into Term I of the following academic year.

Attendance Policies

The college expects students to attend all class sessions. Specific attendance policies for each course are set by the individual faculty member. The faculty member announces at the beginning of each term the policy to be applied in a particular course and attendance policies for each course are kept on file in the Office of the Vice President for the Graduate School and New College.

Graduate Status

Individuals allowed to enroll in Graduate courses must be admitted under one of the following classifications:

Full Graduate Status

Full graduate status will be given to applicants who have met all admissions requirements including a satisfactory undergraduate quality point average, an acceptable aptitude test score and the satisfactory completion of any required preparation or prerequisite courses.

Preliminary Graduate Status

Applicants who have not yet completed the required preparation courses may

be designated as having preliminary graduate status. Each student granted preliminary graduate status will be responsible for notifying in writing the Vice President for the Graduate School and New College when he or she has satisfied the conditions for admissions to full graduate status.

Probationary Graduate Status

An applicant whose undergraduate QPA or aptitude test score is marginal or who has failed to maintain a 3.0 average (4.0 scale) in previous graduate course work may be given probationary graduate status. Six hours of graduate work must be completed at Queens College with a 3.0 or better QPA to be removed from probationary graduate status.

Non-degree Graduate Status

A student who wishes to take graduate courses for transfer to another institution, for personal satisfaction, or for teaching certificate renewal, but does not wish to work toward a degree, will be classified as having non-degree graduate status. To be admitted as a non-degree graduate student, an individual must complete the same admissions procedures as other graduate applicants and must meet the standards for general admission into the graduate program. Generally, a graduate student may not take more than nine hours as a non-degree student. After completion of nine hours, the student may apply for the appropriate graduate status.

Academic Regulations

Term Load

A full-time graduate academic load is nine hours. A student who is employed full-time may not take more than six graduate credit hours per semester or a combination of graduate and undergraduate courses of nine or more hours without the written permission of the Vice President for the Graduate School and New College.

Academic Eligibility

To remain in a graduate program, a student must maintain a 3.0 average on a 4.0 scale and must not make a grade of C or lower in more than two graduate courses. In addition, graduate students should maintain a 3.0 average in all perequisite work. Any grade received from another institution will not be figured in the quality point average.

Academic Ineligibility

The graduate faculty determines the academic standards which the Graduate School Qualifications and Standards Committee administers.

This committee reviews each case of academic difficulty to determine the appropriate action and academic status for the graduate student.

If a student receives two C's in graduate courses and has a cumulative quality point average less than 3.0, the student will be placed on probationary status. If the student receives more than two C's he or she will be placed on probation and may be dismissed from the program. A student placed on academic probation will have his or her record reviewed again by the Graduate School Qualifications and Standards Committee after six additional hours of graduate work have been completed in order to determine whether sufficient academic progress has been demonstrated for the student to be allowed to continue in the program.

If a graduate student does not meet program requirements or adhere to recommendations of the Graduate Qualifications and Standards Commit-

tee, he or she will be subject to dismissal from the college. All decisions regarding dismissal may be appealed to the Vice President for the Graduate School and New College and the President of the College.

Records of Progress

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished to the students at the end of each scheduled school term.

Graduation Requirements

A student may be graduated only after meeting all of his or her specific program requirements and completing that program's required course work with a quality point average of 3.0 or better in the graduate courses. No more than six extra hours (2 courses) may be taken for the purpose of increasing the student's QPA to the required level.

No course with an assigned grade below C may apply toward degree requirements. A student who has earned an F in a course may repeat that course once. The F will remain on the student's record in any case, but only the second grade for the course will be figured in the student's cumulative quality-point average. Only one such course may be repeated.

All graduate courses must be completed within five years of admission. A candidate required to take preparation courses or remedial work must finish both preparation and graduate work within seven years of admission.

Transfer Regulations

Generally no more than six semester hours (2 courses) of graduate work in a thirty-three hour program or twenty percent of a program may be transferred from another institution. Only graduate courses with a grade of B or better will be considered for transfer credit. Courses considered for transfer credit must have been completed within the three years immediately preceding admission into a Queens College graduate program. Granting of transfer credit is dependent upon the specific course under consideration, which will be evaluated in terms of content, level and equivalency of the courses in The Graduate School. Any grade received from another institution will not be figured in the quality point average.

After a student has been admitted to the Graduate School he or she must request prior approval from the Vice President for the Graduate School and New College and the appropriate Coordinator for any course to be taken at another institution and transferred back to Queens College. Forms are available in the Office of the Vice President for the Graduate School and New College.

Honor Code

The Honor Code is one of cherished possessions of Queens College and is of fundamental importance in the educational experience.

The Honor Code regulates all phases of college life and is binding on all members of the community.

The Code is based on three basic principles: (1) truthfulness at all times; (2) respect for the property of others; (3) honesty in tests, examinations, term papers and all other academic assignments.

Procedures

Drop and Add

The drop and add period is limited to the first week of class. A student must obtain permission from the Vice President for the Graduate School and New College to drop a class and a class

should be added in its place. Full refund of tuition cannot be made after classes begin.

Withdrawal From A Course

A student must obtain permission from the Vice President for the Graduate School and New College to withdraw from a course. After the first full week of classes in any term, a student who drops a course receives a grade of W. The deadline of withdrawing from a course is one calendar week after the mid-point in any term. The student will be held responsible for tuition regardless of a company-assisted tuition plan. Permission to retake a course with no charge can only be granted by the Vice President for the Graduate School and New College.

Withdrawal from the College

A student wishing to withdraw from The Graduate School before the end of the term must notify the Vice President for the Graduate School and New College in writing in order to maintain a good standing. All grades are recorded as "W". If a student does not give written notification before the end of the term all grades will be recorded as F.

The College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

Summer School

The Graduate School operates at full capacity during the summer months. Schedules vary according to the degree program and are published in the Graduate School Calendar.

Student Advising

It is the student's responsibility to schedule advising appointments with the Coordinator of the appropriate graduate program. The Coordinator is to be used as a resource in planning course schedules and meeting graduation requirements.

Academic Program Information

Master of Business Administration

The purpose of Master of Business Administration program in the Graduate School at Queens is to provide an academically sound and relevant educational experience designed to prepare general managers and administrators who are knowledgeable, effective, and socially and ethically responsive. Decision-making skills, leadership abilities, studying the functional areas of business, governmental and international considerations are emphasized in order to offer a foundation in which to build careers in positions of responsibility.

Curriculum Rationale

The Master of Business Administration curriculum at Queens is a prescribed one; that is, it has a high proportion of specifically required courses. The program has been structured to ensure standardization of exposure to specific areas, techniques, experiences and information. The courses represent the core of essentials for preparation of today's manager. The curriculum indicates an absence of alliance with one or the other polar viewpoints on what constitutes the appropriate emphasis in Master of Business Administration curricula. Instead, the Queens course of study draws from both points of departure; that is, the curriculum offers a blend of adhering strongly to the objective of educating in the common core of managerial skills while at the same time paying allegiance to the realities of required literacy and competency in the functional areas of business.

Admissions Requirements

In addition to meeting graduate school entrance requirements listed on Page 8, MBA students must submit a satisfactory score on the Graduate Management Admissions Test. The test is to have been taken within the last five years. The scores, in conjunction with the student's academic record, are evaluated by the Graduate School Admissions Committee.

Prerequisites

The content of the Master of Business Administration program begins with prerequisite undergraduate courses. The student should be able to provide evidence of adequate preparation in economics, accounting, statistics, mathematics, computer science, communication skills, and the functional areas of business administration. The student may be required to take up to twenty-seven hours in specified undergraduate preparation courses to ensure an adequate foundation in the following areas:

	Possible hours required
Macroeconomics	3
Microeconomics	3
Statistics	3
Computer Concepts or equivalent (300 level)	3
Accounting	6
Management (300 level)	3
Marketing (300 level)	3
Finance (300 level)	3
	27

Some prerequisites may be waived, or substitutions approved, by the Vice President for the Graduate School and New College in consultation with the MBA Coordinator and/or appropriate

faculty based upon an evaluation of transcripts, professional and work experience, satisfactory scores on approved subject level tests of the College Level Examination Program (CLEP), and satisfactory scores on validation exams administered by the college.

Degree Requirements

Requirements for the Master of Business Administraton degree include adequate preparation in economics, statistics, computer concepts, accounting, mathematics, communication skills, marketing, management and finance. The degree course requirements include a total of eleven three-hour graduate courses (thirty-three hours), nine courses of which are specifically required with the remaining two being electives. Business Policy and Society, Business Administration 550, is the capstone course in the course sequence.

Required Courses

Economics

ECO 515 Macroeconomic Theory

3 Hrs.

The study of how goods and services are produced and distributed including an examination of economic policy and an analysis of how it affects the performance of the economic system. This course will explore the topics of national income and employment; market, the price system, and the allocation of resources; the distribution of income; the public sector; and the international economy.

Prerequisite: Macroeconomics.

ECO 516 Ecomonics of the Firm

3 Hrs.

The application of microeconomic theory to managerial decision-making to answer basic resource allocation questions. The course is designed to provide the student with an ability to view resource allocation problems within a constrained optimization framework. Included are price and output decisions of the firm under various market conditions such as pure competition, monopoly, oligopoly, and monopolistic competition

Prerequisite: Microeconomics.

Business

BUS 510 Organizational Behavior

3 Hrs.

A study of organizations and their environment as well as the social and psychological foundations necessary to an understanding of human behavior within complex organizations. Topics covered include group and inter-group behavior, leadership styles, organizational structures, and the decision-making process.

Prerequisite: Management

BUS 512 Legal and Regulatory Environment

3 Hrs.

A survey course which encompasses a study of the statutes and regulations that govern interactions among businesses as well as the relationship of business to governmental bodies and consumers. Some of the topics covered include contracts, agency, partnerships, corporations, property, sales, commercial paper, bankruptcy, anti-trust, and government regulation of business.

Suggested prerequisite: Business Law.

BUS 520 Managerial and Financial Accounting

3 Hrs.

Examines the ways in which accounting enables managers to operate effectively through the use of analysis and information as the foundation for managerial decision-making. Topics include an analysis of corporate annual reports, costvolume-profit relationships, cost behavior patterns, flexible budgets and standards for control, relevant costs, capital budgeting, and the impact of taxes on management planning.

Prerequisite: Financial Accounting I and II.

BUS 521 Financial Management

3 Hrs.

Examines the financial function and how it relates to other functions of the business firm including how financial decisions can further the basic enterprise's goal of wealth maximization. The student will explore in depth controversial conceptual problems. This course focuses on the various concepts for managerial decision-making such as forecasting, capital budgeting, decision making under uncertainty, optimum financial structure, cost of capital, and asset management.

Prerequisites: Corporate Finance and BUS 520, Managerial and Financial Accounting.

BUS 530 Marketing Strategy

3 Hrs.

This course is designed to acquaint the student with the dynamic nature of the relationships between the consumer, the demand for goods and services, and the environment. The main point of emphasis is that marketing is a total

system of business action rather than a fragmented asortment of functions and institutions. The structure of the course is the case approach which requires the student to use principles of marketing in the analysis of business problems.

Prerequisite: Marketing.

BUS 535 Quantitative Methods

3 Hrs.

This course develops a generalized framework useful in investigating all types of decision problems. The study includes various quantitative methods appropriate to an analysis of these types of problems. Methods include decision trees, linear programming, transportation and assignment problems, inventory control, queuing theory, simulation, PERT-CPM, and game theory.

Prerequisites: Statistics and ECO 516, Economics of the Firm.

BUS 550 Business Policy and Society

3 Hrs.

A study of the policy making and administrative, ethical problems that must be faced in a private-enterprise society. The emphasis of the course is on the strategic planning necessary for an organization to define and achieve its overall objectives. Cases include problems in which economic, moral, personal, social, and political factors are involved. A major theoretical or practical project is required. The final exam of the course is comprehensive and is designed to evaluate overall synthesis of content of the Master of Business Administration eleven course sequence.The capstone course may not be transferred from another institution.

Prerequisites: All required Master of Business Administration courses.

Elective Courses

(choose two)

BUS 511 Written and Oral Communications for the Professions

3 Hrs.

This course is designed to increase and maximize communication ability and skills required for the professional manager. Includes instruction in written and oral presentations and reports as well as extensive practice in both mediums including oral presentations and at least two 500-word papers. Where possible, speakers from business and industry will be invited to discuss problems encountered in management and executive level communications.

BUS 518 International Business

3 Hrs.

The study of profit-oriented business relationships conducted across national boundaries. This course incorporates a combination of basic disciplines and functional areas focusing on problems and opportunities involved when the firm makes the decision to begin international operations. Topics presented include international trade theory, direct foreign investment, foreign exchange, the international payments system, financial markets for international operation, taxation, government influence on trade, and international marketing.

Prerequisites: BUS 515, Macroeconimics Theory.

BUS 525 Specialized Topics in Business

3 Hrs.

Topics to be announced for each semester offered. Possible offerings include: Corporate Tax Considerations; Estate Planning and Administration; International Economics; New Venture Strategies; Organizational Development; and Strategic Planning.

BUS 536 Production Management

3 Hrs.

Designed to teach the student to manage the operating systems of organizations. Topics included are process selection, facilities planning, operations planning, operations control, and technological changes.

Prerequisites: Statistics and BUS 535, Quantitative Methods.

BUS 540 Research in Business

3 Hrs.

This course requires the execution of a research project in an area related to the content of the MBA program. This course is open only to students who have completed all the required courses for the MBA except BUS 550, Business Policy. Permission of the instructor and of the MBA Coordinator is required. An outline of the proposed research project must be completed and approved before a student may register for the course.

Prerequisite: Consent of MBA Coordinator and approval of the Vice President for the Graduate School and New College

BUS 545 Investment Analysis and Portfolio Management

3 Hrs.

This course includes the study of capital market theory, the balance between risk and return, rates of return required by investors and the study of betas in the capital asset pricing model, all examined from the viewpoint of the private investor.

Prerequisites: BUS 521, Financial Management.

Suggested Sequence of Courses

The following sequence of courses is recommended.

	Sequence One	Sequence Two
First Semester	516 Economics of the Firm 520 Managerial and Financial Accounting	515 Macroeconomics 512 Legal and Regulatory
Second Semester	515 Macroeconomics 535 Quantitative Methods	516 Economics of the Firm 520 Managerial and Financial Accounting
Third Semester	510 Organizational Behavior (or elective) 521 Financial Management	535 Quantitative Methods Elective
Fourth Semester	512 Legal and Regulatory 530 Marketing Strategy	510 Organizational Behavior 521 Financial Management
Fifth Semester	Elective (or Organizational Behavior) Elective	530 Marketing Strategy Elective
Sixth Semester	550 Business Policy	Business Policy

Proposed Schedules

These schedules are subject to modification

Fall 1984		Fall 1985	
Course Number	**Title**	**Course Number**	**Title**
ECO 516	Economics of the Firm	ECO 515	Macroeconomic Theory
BUS 510	Organizational Behavior	BUS 512	Legal and Regulatory
BUS 520	Managerial and Financial Accounting	BUS 530	Marketing Stragegy
BUS 521	Financial Management	BUS 535	Quantitative Methods
BUS 550	Business Policy	BUS 550	Business Policy
BUS 518	International Business	BUS 518	International Business
BUS 525	Topics: Estate Planning and Administration	BUS 525	Topics: Corporate Tax Considerations

Spring 1985

Course Number	Title
ECO 515	Macroeconomic Theory
BUS 512	Legal and Regulatory
BUS 530	Marketing Strategy
BUS 535	Quantitative Methods
BUS 550	Business Policy
BUS 525	Topics: New Venture Strategies
BUS 525	Topics: Strategic Planning

Spring 1986

Course Number	Title
ECO 516	Economics of the Firm
BUS 510	Organizational Behavior
BUS 520	Managerial and Financial Accounting
BUS 521	Financial Management
BUS 550	Business Policy
BUS 525	Topics: Strategic Management
BUS 536	Production Management

Summer 1985

Course Number	Title
ECO 516	Economics of the Firm
BUS 510	Organizational Behavior
BUS 520	Managerial and Financial Accounting
BUS 521	Financial Management
BUS 550	Business Policy
BUS 545	Investments

Summer 1986

Course Number	Title
ECO 515	Macroeconomic Theory
BUS 512	Legal and Regulatory
BUS 530	Marketing Strategy
BUS 535	Quantitative Methods
BUS 550	Business Policy
BUS 545	Investments

Distinguished Executive Lecturers

In order to benefit from the unique and valuable experience of eminently successful chief executive officers and entrepreneurial business leaders, Distinguished Executive Lecturers are named annually. Distinguished Executive Lecturers, appointed for a two-year term, give at least one lecture in a graduate class per year and visit the campus annually to contribute to curriculum evaluation and development.The breadth of the education and experience of these lecturers is extensive, with the uniting theme being their indisputable practical success and expertise.

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The establishment of a Business Advisory Council was approved in the Spring of 1978. The purpose of the Council is to aid in strengthening, evaluating, and planning the Business Administration programs at Queens College.

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Academic Program Information

Master of Education Programs

The Master of Education programs at Queens are designed to prepare classroom teachers in grades four through nine to meet the ever increasing challenges facing them. More than ever, there is more to know, and what there is to know is more complicated. Yet the future of America depends on what happens in today's classrooms. Queens programs are dedicated to quality education for all students.

Graduate certification has been approved by the North Carolina Department of Public Instruction for those completing these degree programs. The degrees reflect the most recent action of the N.C. State Board of Education which divided the former intermediate certificate into two new certificates: Intermediate (grades 4-6) and Middle Grades (6-9).

Master of Intermediate Education

The Master of Intermediate Education is designed to assure competencies in the variety of curriculum areas necessary for teachng grades 4 through 6. The program is competency-based, which allows for flexibility. One half of the program courses are prescribed for the individual teacher; these courses are based on his or her present or needed competencies and interests. The other half of this program includes six required courses which emphasize advanced developmental psychology, interpreting research, and teachng reading and mathematics.

Master of Middle Grades Education

The Master of Middle Grades (6-9) program is designed to bridge the general intermediate educational experience and the more highly specialized secondary curriculum. This program offers the teacher a choice of three concentrations: humanities, math, and reading and writing. Each of these concentrations includes 15 hours of substantive content courses. In addition to the areas of concentration, there is a core requirement of four courses.

The HUMANITIES concentration reflects the growing belief that at an early age the education of students should include an awareness of and appreciation for the perennial lessons to be gained from the serious evaluation of human history.

The MATHEMATICS concentration has two purposes. The first purpose is to provide a new look at familiar classical mathematics. This look will focus on developing an historical perspective, exploring a more sophisticated level of abstraction, and discussing mathematical understanding in terms of cognitive development. The second purpose is to address the current need of understanding new technology and its role in the mathematical curriculum.

The READING AND WRITING concentration encompasses all aspects of mastering language at the middle school level. From a sound theoretical base, teachers will learn newer and more effective ways of developing reading and writing proficiency in all of their students.

Admissions Requirements

In addition to those requirements for admission to the Graduate School listed on page 7, M.ED. applicants are required to hold a North Carolina A Certificate or the equivalent. Applicants are also required to submit satisfactory scores on either the Graduate Record Examination or the Miller Analogy Test. Applicants' scores, in conjunction with their previous academic work, are evaluated by the Graduate School Admissions Committee.

Prerequisites

An applicant who does not hold a North Carolina "A" certificate or equivalent may apply for preliminary graduate status. A program can be designed with the MEd advisor to fulfill "A" certificate requirements in conjunction with the MEd coursework.

Transcripts will be evaluated to determine the student's placement in the academic program. A student who chooses the mathematics concentration must demonstrate proficiency in mathematics.

Degree Requirements

Both the Master of Intermediate Education and the Master of Middle Grade Education consist of 36 hours of graduate credit (12 courses) if all preparation requirements have been meet. The programs are structured so that a student may complete the degree within two calendar years. After the 36 hours, a comprehensive oral examination will be given by the student's advisor or major concentration professor and one additional professor of the student's choice.

Required courses for the MASTER OF INTERMEDIATE EDUCATION include ED 501-503, 521, 599, and MATH ED 521. The remaining six courses are to be elected or prescribed in accordance with the student's needs and interests to insure compliance with certification competencies.

Required courses for the MASTER OF MIDDLE GRADE EDUCATION include ED 501-503, and 599. Each Master of Middle Grades degree candidate must also complete fifteen hours in one of the three concentrations: humanities, math, or reading and writing. The remaining three courses are to be elected or prescribed in accordance with the student's needs and interests to insure compliance with certification competencies.

Required Courses

The following courses are required for both Master of Education Programs.

EDU 501 Psychology of Learning
3 Hrs.
Investigation of various processes and principles of learning and their application to the teaching-learning situation. Consideration of test construction and interpretation as an integral part of the teaching-learning relationship

EDU 502 Advanced Developmental Psychology
3 Hrs.
A study of theoretical and experimental literature related to the personal, social, cognitive, and physical aspects of development. Special emphasis on the middle-intermediate school aged child.

EDU 503 Educational Research and Evaluation
3 Hrs.
Consideration of the various techniques used in educational research. Emphasis will be placed upon critical analysis of research designs, statistical procedures, and interpretation of data.

EDU 599 Seminar in Curriuclum and Instruction
3 Hrs.
In-depth study of selected problem areas in intermediate school curriculum and instruction.

Elective or Prescribed Courses

In order to meet competency requirements and interests, each student will take courses, either prescribed or elected, from the following offerings. Depending on individual competency needs

and interests, students may also utilize courses in each of the Middle Grades concentration areas.

EDU 511 Sociology of Contemporary Education
3 Hrs.
A general survey of the relationships between education and other major societal subsystems, treated in historical and comparative perspectives.

EDU 512 History and Philosophy of Education
3 Hrs.
Evaluation of twentieth century educational practices from historical and philosophical perspectives.

EDU 531 Biological Sciences for Teachers
3 Hrs.
Emphasis on process approach to teaching biological sciences as well as understanding scientific concepts appropriate for intermediate or middle grades students.

EDU 532 Physical and Earth Sciences for 532 Teachers
3 Hrs.
Emphasis on process approach to teaching physical and earth sciences as well as understanding scientific concepts appropriate for intermediate or middle grade students.

EDU 540 Social Studies for Teachers
3 Hrs.
Designed to help teachers develop a social studies curriculum which encompasses recent research and methodology developments.

EDU 550 Health and P.E.
3 Hrs.
A survey course in curriculum, methods, and content of health and physical education.

EDU 560 Audiovisual Methods and Materials
3 Hrs.
An introductory course in selection, use, and care of audiovisual equipment and the production of educational materials. Includes a study of the basic theoretical concepts relating to mass communications and visual literacy.

EDU 570 Educational Testing
3 Hrs.
Basic concepts and principles of evaluation. Both standartized and teacher-made tests will be considered.

EDU 590 Topics in Intermediate and Middle Grades Education
3 Hrs.
Intensive consideration of a topic in education related to students in grades 4-9. The topic for the course will vary from term to term.

EDU 592 Directed Individual Study
1-3 Hrs.
Independent reading and investigation of the literature relevant to a specific topic or area of education.

Concentration for Middle Grades

The following courses are those most required for the three concentrations available in the Master of Middle Grade Education. When appropriate, courses may also be used as electives or prescribed courses for either the Master of Middle Grades Education or Master of Intermediate Education.

Humanities

HUM 521 The Ancient World of Greece and Rome
3 Hrs.
Through an examination of the philosophy, mythology, political history, art, and literature of Greece and Rome, this course introduces the student to the fundamental issues which underlie the human enterprise as they were received in the ancient world.

HUM 522 The Medieval and Renaissance Worlds
3 Hrs.
This course examines the reassessment of Greek and Roman Ideals in the religious context of the Middle Ages and examines the persistence of these ideals in transformed shape in the Renaissance.

HUM 523 Reason, Romanticism, and Realism
3 Hrs.
This course examines the extension of Renaissance individualism and "secularism" in the Post-Copernican Worlds of the Enlightenment, the Age of Romanticism, and the Age of Science to the end of World War I.

HUM 524 The Modern Age: Europe, America, and the Third World
3 Hrs.
This course examines the critical issues faced by Mankind in the modern age and includes exploration of the cultures of developing nations of the Third World.

HUM 525 Methods of Teaching Humanities
3 Hrs.
This course will examine ways to teach Humanities to students in grades 4-9.
Prerequisite: At least one course from Humanities 521-524.

Mathematics

MTE 521 Foundations of Mathematics

3 Hrs.

The development of the number system studied in parallel with a child's cognitive development. The course stresses "hands-on" approach to mathematics with applications from the sciences and related areas.

MTE 522 Introduction to Computing for Teachers

3 Hrs.

An introduction to computers and how they work. A survey of computer applications in society and the "classic" applications of computers in education. Students will be introduced to LOGO and receive some instruction in reading programs.

MTE 523 Problem Solving from a Historical Perspective

3 Hrs.

Study of the history of mathematics from the problem solving perspective. Topics to be covered are different problem solving techniques, logical reasoning, and mathematical proofs.

MTE 524 Concepts of Data Analysis

3 Hrs.

Provides an understanding of the concepts of presentation and analysis of data. This will include elementary statistics and probability, graphs, charts, and data descriptions.

MTE 526 Geometry for Teachers

3 Hrs.

This course includes topics from both informal geometry: similarity, congruence, mensuration, graphing, geometrical constructions; and formal geometry: axiomatrics and formal proofs in Euclidean geometry. Methods of introducing these concepts into the mathematics curriculum k-9 are discussed.

MTE 599 Problems in Teaching Mathematics

3 Hrs.

This course is designed to encourage the development of independent learning and research skills. Research projects will be assigned from unfamiliar but elementary topics of current interest in mathematics education.

Reading and Writing

EDU 521 Reading in Intermediate & Middle Grades

3 Hrs.

Study of the reading process and its relationship to language, learning, and thought. Emphasis will be placed on examining newer techniques, materials, and practices and implementing them in the middle and intermediate grades.

EDU 522 Writing and Other Language Arts

3 Hrs.

Study of the interrelationshp of the language arts. Emphasis on developing competence and confidence in communication skills, particularly composition.

EDU 523 Studies in Linguistics

3 Hrs.

Studies of the main tenets of structural linguistics and transformational grammar with some attention to the relation between linguistic theories and older theories about language.

EDU 524 Diagnosis and Correction of Reading Difficulties

3 Hrs.

Examination of the cause and diagnosis of reading difficulties and methods and materials of instruction. Practical application with individuals or small groups will be required.

EDU 525 Practium in Teaching Reading and Writing

3 Hrs.

Practical application of the curriculum and instruction in reading and writing.

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Elizabeth B. Wood
Secretary
B.A., Queens College

Office of Financial Aid

Ann K. Murphy
Director
B.A., Randolph-Macon Woman's College

Martha M. Aiken
Financial Aid Counselor
B.A., Queens College

Robin Deans Terry
Assistant to the Director
B.S., Longwood College

Graduate School and New College at Queens

Clyda S. Rent
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B.A., M.S., Ph.D., Florida State University

Claire Vonk Brooks
Chairman of the Division of Business and Economics, Coordinator and Advisor of MBA Students and Assistant Professor of Accounting
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B.S., Ohio State University, Ed.M., Harvard University; A.B.D., University of Massachussetts

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B.A., University of Pennsylvania; M.A., University of North Carolina at Chapel Hill

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Secretary to the Vice President for the Graduate School and New College

Patty Walsh
Secretary for the Graduate School and New College

Academic Affairs

Cynthia Tyson
Vice President for Academic Affairs and Professor of English
B.A., M.A., Ph.D., University of Leeds (England)

Wendy N. Davies
Administrative Assistant
B.S., Reading University (England)

Bonnie R. Stokes
Secretary
B.S.A., Miami University of Ohio

Ruth Ann Engle
Coordinator of the College of Arts and Sciences

Margo H. Allsbrook
Secretary to the Faculty

Esther B. McGarity
Coordinator of Special Projects
Certified Professional Secretary (CPS)

Business Office

Dennis W. Frodsham
Vice President for Finance and Planning
B.A., Princeton University; M.B.A. University of Chicago

Laurie S. Guy
Treasurer and Business Manager
B.S. University of North Carolina at Greensboro

Rita L. Stone
Assistant Business Manager
B.M. Queens College

Jeannette Manning
Assistant Treasurer
B.S. Clemson University; B.A. University of North Carolina at Charlotte
Certified Public Accountant (CPA)

Mary W. Waterstradt
Assistant to the Business Manager

Connie Smith
Bookkeeping Supervisor

Dorothy P. Bridges
Bookkeeper

Dorothy A. Wentz
Cashier/Bookkeeper

Gail H. Violette
Secretary

Merrilou B. Neigenfind
Secretary

Lila M. Patton
Receptionists/Switchboard Operator

Milly Schulz
Receptionists/Switchboard Operator

Office of the Registrar

Emory H. Mason, Jr.
Registrar and Professor of Education
A.B., Catawba College; M.A., Appalachian State University; Ed.D., Duke University

Kaye Doe
Assistant Registrar
B.A., Queens College

Sally Cope Huhn
Secretary
B.A., Wesleyan College

Everett Library

Stewart Lillard
Administrative Librarian and Assistant Professor of English
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Mary P. Raines
Cataloging Librarian
A.B., High Point College; B.S.L.S., University of North Carolina at Chapel Hill

Richard A. Drye
Director of Instructional Media Center
B.A., University of North Carolina at Charlotte; M.M.A., University of South Carolina

William Lee Gragg II
Public Services Librarian
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Elna H. Falls
Circulation Assistant
B.A., University of North Carolina at Chapel Hill

Katherine I. Jenkins
Book Order Specialists

Colleen Turnage
Catologing Assistant
B.A. Queens College

Computer Center

Richard H. Ault
Director of Computer Center and Assistant Professor of Mathematics and Computer Science
B.S.E.E., University of Miami; M.S., Ph.D., California Institute of Technology

Joan S. Oviatt
Assistant to the Director
B.A., Queens College

Office of Alumni Affairs

Adelaide A. Davis
Director
A.B., Queens College

Susan Durham
Secretary

Department of Public Safety

Sarah L. Minnis
Director of Public Safety
B.A., Appalachian State University

Roger Brock
Corporal
Field Training Officer

Sandra Crenshaw
Patrolman

Carolyn Teah
Patrolman

Lance Worboys
Patrolman

Trip Birmingham
Dispatcher

Scott Dance
Dispatcher

Dining Hall and Book Store

Fred Formichella
Director
Saga Food Service

Mark A. Nelson
Food Service Manager
Saga Food Service

Barbara L. Knowles
Saga Supervisor

M'Lou Greene
Saga Book Store Manager
B.A., Queens College

Donna Trask
Secretary
Saga Food Service

Office of Student Affairs

Sidney Kerr
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B.A., Agnes Scott College; M.Ed., Georgia State University

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Activities Coordinator
B.A., Vanderbilt University

Wanda S. Birmingham
Secretary

Angie E. Hammett
Secretary

Chaplain

Jennifer L. Burns
B.A. Boston College; M.Div., Princeton Theological Seminary

Queens Institute for Lifelong Learning (QUILL)

Rosemary P. Gaillard
Program Director, Center for Management Development
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Susan K. Jones
Program Director, Center for Personal Development
B.A., Converse College

Karen B. McLarty
Program Director, Center for Professional Development
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Alice Stapleton
Secretary

Queens Compute

S. Shuford Smith
Training Director
B.A., M.A., Wake Forest University

Cynthia C. Teate
Marketing Director
B.A., University of North Carolina at Charlotte

Dianne L. Johnson
Secretary

Office of Communications

Ann M. Matthews
Director of News Services
B.A., University of North Carolina at Chapel Hill

Queens Career Center

Mary A. Rhodes
Director of the Career Center and Director of New Dimensions
B.A., Mount Mary College; M.S., Mankato State University

Bonne McCoy
Career Specialists and Director of Community Counseling Services
B.A., Western Kentucky University; M.Ed., University of North Carolina at Charlotte

Terryl Merolla Mills
Director of Employment Planning
B.A., University of North Carolina at Charlotte; M.S., Indiana University

Marcia B. Ellis
Career Specialists
B.S., State University of New York at Brockport; M.S., State University of New York at Albany

Jane Spangler Poe
Career Specialists
B.A., University of North Carolina at Chapel Hill; M.Ed., University of North Carolina at Charlotte

Peggy S. Coleman
Secretary

Development

Alan W. Lee
Vice President for Development and College Relations
B.A., Washington and Lee University; M.Ed., University of North Carolina at Charlotte

Linda L. Love
Director of Annual Support
B.A., University of North Carolina at Chapel Hill

Allen H. Patterson
Director of Planned Giving
B.S., Wake Forest University

Ray McCorkle
Secretary to the Vice President for Development and College Relations

Sue Honeycutt
Secretary to the Director of Planned Giving

Pamela Joyce Williams
Secretary to the Director of Annual Support

Post Office

Dave Peterson
Clerk
Campus Post Office
B.S., East Tennessee State University

Maintenance

David Zeeso
Physical Plant Director
B.S.E.E. Illinois Institute of Technology; M.A., Columbia University

Johnny L. Brown
Supervisor

Lonnie Eskridge
Chief Mechanic

Gail Vickery
Groundsmaster

Viola Holland
Secretary/Clerk

Betty J. Davis
Housekeeper

Graduate Faculty

Date following name and title indicates year of appointment.

*Part-Time
**Leave of Absence

Richard H. Ault
Director of Computer Center and Assistant Professor of Mathematics and Computer Science 1982
B.S.E.E., University of Miami; M.S., Ph.D., California Institute of Technology

Ronald J. Basini
Associate Professor of Business 1977
B.S., M.B.A., Murray State University

Carol Boggs
Assistant Professor of Sociology
B.A., Asbury College; M.Ed.; Ph.D., University of Maryland

Claire Vonk Brooks
Assistant Professor of Accounting 1983
B.A., Newcomb College of Tulane University; Ph.D., The Unversity of Kansas; Certified Public Accountant (CPA)

Jennifer L. Burns
Lecturer in Humantities and Religion and Chaplain 1983
B.S. Boston College; M.Div., Princeton Theological Seminary

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B.S., M.S., Polytechnic Institute of Brooklyn; Ph.D., Purdue University;

Charles G. Couch, Jr.
Assistant Professor of Psychology 1982
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Richard F. Crown
Associate Professor of Art 1971
B.A., New York University; M.A., Indiana University; M.F.A., University of Massachusetts

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Associate Professor of History 1972
A.B., Hollins College; M.A.T., Emory University; Ph.D., University of Georgia

William Alan Davis
Assistant Professor of Music 1982
B.M., Eastern Illinois University; ; M.A., D.M.A., University of Iowa

Jack H. Fehon
Division Chairman of Natural Science and Mathematics; Dana Professor of Biology 1956
B.A., M.S., University of Florida; Ph.D., Florida State University

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Associate Professor of Finance and Economics 1981
B.B.A., M.A., Ph.D., University of Oklahoma

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B.A., Catawba College; Ph.D., Wake Forest University

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B.S., Wake Forest University; M.S., Ph.D., Emory University

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A.B., Catawba College; M.A., Appalachian State University; Ed.D., Duke University

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Associate Professor of Industrial Management, Clemson University 1980.
B.S., Georgia Institute of Technology; M.Ed., Ph.D., University of Georgia.

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Chairman of Humanities Division
Professor of English 1983
B.S., M.A., Ph.D., University of Chicago; M.F.A., University of Iowa

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Professor of Physics 1962
B.S., Memphis State University; M.S., Ph.D., Vanderbilt University

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Associate Professor of Art 1983
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B.A., M.B.A., Queens College

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Assistant Professor of Humanities 1981
A.B., Hampden-Sydney College, Ph.D., Rice University

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Dana Professor of Psychology 1959
A.B., M.A., University of South Carolina; M.A., Ohio State University; Ph.D., University of North Carolina at Chapel Hill

George A. Stegner
Dana Professor of Music (Piano) 1955
B.S., Miami University (Oxford, Ohio); B.Mus., M.Mus., Cincinnati Conservatory; D.F.A., Chicago Musical College

Maria S. Terrell
Assistant Professor of Mathematics 1982
B.A., Albertus Magnus College; Ph.D., University of Virginia

William A. Thompson
Professor of History 1975
A.B., Davidson College; M.A., Ph.D., Vanderbilt University

Cynthia H. Tyson
Professor of English and Vice President for Academic Affairs 1969
B.A., M.A., Ph.D., University of Leeds (England)

Robert L. Vogel
Assistant Professor of Mathematics 1984
B.A., Hanover College; M.A., University of Louisville; Ph.D., Emory University

Robert W. Whalen
Assistant Professor of History 1983
B.S., Georgetown University; M.A., Ph.D., Cornell University

Billy O. Wireman
Professor of Management and Education and President of the College 1978
A.B., Georgetown College; M.A., University of Kentucky; Ed.D., Peabody College of Vanderbilt University; L.H.D., Eckerd College; L.H.D., University of Tampa

Mildred L. Miscally
Assistant Professor Emeritus of Journalism
A.B., M.A., University of Georgia

Sarah McKee Nooe
Professor Emeritus of Biology
B.S., Meredith College; M.A., Columbia University

**Karen J. Zapata
Assistant Professor of Business 1978
B.A., B.S., University of North Carolina at Chapel Hill; Certified Public Accountant; M.B.A., Winthrop College

Professors Emeriti

Thelma Albright
Associate Professor Emeritus of English
A.B., Greensboro College; M.A., Duke University; L.H.D., Queens College

Charles E. Brewer, Jr.
Associate Professor Emeritus of Economics
A.B., Princeton University

Robert T. S. Chalmers
Associate Emeritus of English
A.B., D.Litt., Mount Holyoke College; M.A., Radcliffe College; B.Litt., Oxford University (England); D.Litt., Keynon College

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Dana Professor of Music, Emeritus
B.S.M., University of North Carolina at Greensboro; M.A., University of North Carolina at Chapel Hill

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B.F.A., M.A., Ohio State University

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Boston University of Music; Juillard School of Music

Caroline Gordon Richardson
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A.B., Winthrop College; M.A., University of South Carolina

George A. Shealy
Professor Emeritus of Art
Indiana University; Chicago Art Institute; Bell School of Art; Oxbow School of Painting

Mary Thomas Smith
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B.S., Winthrop College; M.R.E., Woman's Missionary Training School (Louisville)

DEGREES CONFERRED 1983 -1984

Master of Business Administration

August, 1983

Susan Joan Smiley Allen
William T. Brooks
Thomas Haile Heitman
Janice Kaufman Henshaw
Robert Lee Lorentz
Donald Rupert Lyle
Marshall Brooks Pettit

December, 1983

Jerry Lee Castelloe
James Dale Dolph
James Edward Hardin
David Julian Hatley
Samuel Wayne Heuertz
Konstantinos Georg Moraitis
Richard Hamilton Peniston
Susan Evans Tarwater
Michael Dean Tulp
Curtis Jae Walden

May, 1984

Stephen Oliver Addison, Jr.
Howard Soon Baik
Warren Stewart Binnick
Melodi Jean Dupree
Steven Hughes Garrett
Ida Wilfong Smith Havelka
Marion Purdy Jacobs
Carlos Eduardo Lasprilla
Maria Teresa Lasprilla
Alfred Leslie Liner
Daniel Calvin McNeill
Franklin McPherson Rinker
Diane Hands Simpson
Ernest David Teal
Janice Hall Webb
Steven Gray Whisenant

Candidates for Degrees
August, 1984

Jane Neumeyer Bardwell
Andrew Jonathan Beall
Lelia Rose Brunell
Saligram Ramaswamy Muriharirao
David Anthony Strawn
Peggy Gay Johnson
Ricky Lee Hamlet

Legend for Queens College Campus Map

1. Burwell Hall
2. McEwen Building
3. Jernigan Student Center
   Queens Career Center
4. Belk Chapel
5. Albright Residence Hall
6. Long Residence Hall
7. Early Learning Center
8. Watkins Hall
9. Morrison (Dining Room, Bookstore)
10. Walker Science Building
11. Dana Classroom Building
12. E.H. Little Fine Arts Center
13. Barnhardt Residence Hall
14. Tillett
15. Everett Library
16. Chi Omega Arbour
17. Stultz Building
18. Belk Residence Hall
19. Wallace Residence Hall
20. Harris Residence Hall
21. Irwin McKay Infirmary
22. Faculty Club
    Chi Omega Lodge
23. Phi Mu Lodge
    The Web
24. Alpha Delta Pi Lodge
    Kappa Delta Lodge
25. Ovens Physical Education Building
26. Tennis Courts
27. Green House
28. Heating Plant
29. Maintenance Shop
30. Parking Lots (A-E)
31. Mecklenburg Presbytery Office

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